

Job Order Transfer Clerk Toolbox 2.0 Desk Aid


Individuals designated as Job Order Transfer Clerk will receive messages or tasks alerting them to job orders transferred to their office and employer authored orders that are designated as “Staff Managed.” The office supervisor in each career center has been designated as the “Job Order Transfer Clerk.” The supervisor will also have the job order inbox/outbox privilege.

It is essential that these tasks be disposed of by assigning incoming job orders to a staff member. *Until mailboxed jobs are assigned, they do not open and appear on MissouriCareerSource.*

Assigning the order to a staff member must be done from the “Job Order Inbox/Outbox.” (The “Reassign” function from the scheduler only reassigns the “Task,” not the job order.

Toolbox 2.0 Privileges associated with Transfer Clerk

Note: The only exclusive function associated with the Job Order Transfer Clerk is the reception of tasks when a new job order is transferred to the location or a new staff managed order has been entered.

1. Job Order Mailbox
 - a. Associated with a job order
 - b. Allows transfer of the order to another office
 - c. Orders with referrals or scratch pads attached cannot be mailboxed.
2. Job Order Inbox/Outbox (Usually the Transfer Clerk will have this privilege.)
 - a. Click the “Job Order” icon. 
 - b. Click “Options.”
 - c. Select Job Order Inbox/Outbox.
 - d. Shows all incoming and outgoing job orders.
 - e. Incoming orders are assigned to a staff member from this popup.
 - i. Select the order.
 - ii. Click on “Assign.”
 - iii. Double click to bring up list of staff.
 - iv. Assign
 - v. Save
 - f. Outgoing orders may be “Retrieved” until they have been assigned by the receiving office.
 - g. Outgoing orders may be reassigned to another office until they have been assigned to a staff member by the receiving office.